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## **Paralegal**

### **Office of the TN Attorney General and Reporter**

#### **Real Property Division – Jackson**

#### **Overview:**

The paralegal will provide litigation support for attorneys representing state agencies in cases concerning property rights, acquisition and damages. The successful candidate should be dependable, organized, diligent, able to work on multiple projects and/or tasks, be able to think and work independently, and have good analytical, communication and writing skills.

#### **Duties Include:**

- Maintaining case calendars
- Filing and organizing electronic and paper documents
- Preparing and/or reviewing real estate title reports and legal descriptions
- Drafting pleadings, orders and other court filings for attorney review
- Service of process for lawsuits
- Communicating with courts, opposing parties and/or opposing counsel regarding procedure and status of cases
- Responding to written discovery requests
- Reviewing form documents for clerical errors/mistakes
- Assisting in the preparation of legal briefs for filing in trial and appellate courts
- Assisting attorneys in preparing for and conducting jury trials or court hearings
- Some travel to western Tennessee counties

#### **Minimum Qualifications:**

- 2 years of paralegal experience, including at least 1 year of real estate experience
- Four-year degree or paralegal certification preferred

#### **To apply:**

Please submit your resume to [pete.sullivan@ag.tn.gov](mailto:pete.sullivan@ag.tn.gov).

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*